

CIG Administrative Instructions [REDACTED]

1 of 1

CONFIDENTIAL

25X1A

Approved For Release 2001/08/02 : CIA-RDP81-00728R000100020042-6

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R E S T R I C T E D

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

7 November 1949

25X1A

SUBJECT: Central Reference File of Abbreviations

1. A central reference file of abbreviations has been established in the CIA Library, OCD. The master file is alphabetically arranged and contains domestic and foreign abbreviations used or encountered in intelligence research. Cumulative lists will be published periodically for general use in the Agency.

2. In order to maintain the master file on a complete current basis, all offices will furnish the Library abbreviation information on hand by 3 January 1950 and as received thereafter, by means of Form No. 60-69. The form may be requisitioned from the Services Division in the normal manner.

3. The master abbreviation file is available for use in the Library Reading Room, 1435 "M" Building. For reference service on abbreviations, or for assistance in completing Form No. 60-69, call Extension 2457.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED] 25X1A

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Captain, USN //  
Executive

1 Attach: (Form No. 60-69)  
DISTRIBUTION: A.

D. J. M. Andrews agreed to the Recession of this instruction  
by Phone call to MR Andrews 4 Nov 1949 (1642) PM  
18 Nov 49. [REDACTED]

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Recession approved.

21 November 1949

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director for Operations DATE: 14 November 1949  
FROM : Acting Chief, FDD  
SUBJECT: Central Reference File of Abbreviations  
Reference: Administrative Instruction [redacted]

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1. Reference Instruction requires all offices to furnish the CIA Library with abbreviation information on hand by 3 January 1950.
  2. Foreign Documents Division was not contacted prior to the issuance of this Instruction.
  3. It is estimated that there are about 77,000 abbreviations on hand in FDD. Carding of these in accordance with reference Instruction would require the full-time efforts of at least 32 people.
  4. In view of the above and the fact that FDD has a very heavy load of high priority work, it is recommended that:

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- a. Administrative Instruction [REDACTED] be rescinded,
  - b. Representatives of Management and CIA Library meet with representatives of the offices primarily concerned to seek a more equitable and workable solution.

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J. J. BAGNALL

1st Indorsement

16 November 1949

TO: Management Officer

FROM: Assistant Director for Operations

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The above is in line with our discussion of 10 November.

Afraid we can't meet your deadline of 3 January 1950.

GEORGE G. CAREY

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RE

DRAFT -

No. 1abor 4, 1949

25X1A

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

Date:

*Abt*

Subject: Central Reference File of Abbreviations.

1. A central reference file of abbreviations has been established in the CIA Library, OGD. The master file is alphabetically arranged and contains domestic and foreign abbreviations used or encountered in intelligence research. Cumulative lists will be published periodically for general use in the Agency.
2. In order to maintain the master file on a complete current basis, *by 3 January 1950 and as received thereafter*, all offices will furnish the Library abbreviation information on hand or received by means of Form No. 60-69. The form may be requisitioned from the Services Division in the normal manner.
3. The master abbreviation file is available for use in the Library Reading Room, *1435 "M" Building*, for telephone reference service on abbreviations, or for assistance in completing Form No. 60-69, call Extension 2457.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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1 Attach: (Form No. 60-69)  
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CONCURRENCE:

ILLEGIB

*Concurred by [REDACTED]  
with changes shown* 4 Nov 49  
Office of Collection & Dissemination (Date)

*Rm**10/17/49*  
*A.C.*  
RESTRICTED

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D.C.

25X1A

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

3 November 1949

SUBJECT: Central Reference File of Abbreviations.

1. A central reference file of abbreviations has been established in the CIA Library, OCD. This master file will be alphabetically arranged and contains domestic and foreign abbreviations used or encountered in intelligence research. Periodically, through OCD-machine-indexing-facilities, printed cumulative lists will be published for general circulation in the Agency.

2. Offices currently maintaining abbreviation files are requested to transpose this file information on to Form No. 60-69, and transmit completed forms to the CIA Library, OCD, before 3 January 1950. All personnel will contribute to the system, on a continuing basis, using this medium.

3. Supply of Form No. 60-69 may be obtained by submission of a requisition to the Supply Branch, Storage and Issue Section, [REDACTED] Warehouse. Form No. 60-69 should be completed in full, and the reverse side may be used for additional information if available. The assignment of subject and area codes, editing, checking, etc., will be performed by OCD. The master abbreviation file will be available to Agency personnel for inspection and use in the Library Reading Room located in Temporary "M" Building. For telephone reference service on abbreviations or assistance in completing Form No. 60-69, please call Extension 2457.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]  
Captain, USN  
Executive

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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: 31 October 1949

FROM : Executive Assistant Director, OCD

SUBJECT: Proposed Administrative Instruction regarding the Central File  
of Abbreviations.

1. A central reference file of abbreviations is being established in the CIA Library in accordance with approval given in memorandum from the Management Officer, dated 7 September 1949.
2. The system can be more effectively established and maintained if all offices in the Agency will forward to the CIA Library, information contained in abbreviation files, now existing in various staffs and divisions.
3. To implement the above plan, it is recommended that an administrative instruction, substantially the same as the attached draft, be published.



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DRAFT [REDACTED] 00020042-6

Nov 4, 1949

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ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

Date:

Subject: Central Reference File of Abbreviations.

1. A central reference file of abbreviations has been established in the CIA Library, OCD. The master file is alphabetically arranged and contains domestic and foreign abbreviations used or encountered in intelligence research. Cumulative lists will be published periodically for general use in the Agency.

2. In order to maintain the master file on a complete current basis, *by 3 January 1950 and received thereafter, received* all offices will furnish the Library abbreviation information on hand or by means of Form No. 60-69. The form may be requisitioned from the Services Division in the normal manner.

3. The master abbreviation file is available for use in the Library *1485 "M" Building.* Reading Room *or* For telephone reference service on abbreviations, or for assistance in completing Form No. 60-69, call Extension 2457.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]  
Captain, USN  
Executive

1 Attach: (Form No. 60-69)  
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CONCURRENCE: *with above corrections included*

[REDACTED]  
Office of Collection & Dissemination

*Exe. Assist. Dir, OCD 4/XT/49*  
(Date)

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Washington, D. C.

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ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

7 November 1949

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED] 25X1A

Captain, USN //  
Executive1 Attach: (Form No. 60-69)  
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RE S T R I C T E D

ABBREVIATION	SUBJECT CODE	
AREA	AREA CODE	
TITLE TRANSLATION		
FOREIGN TITLE		
DESCRIPTION		
CONTRIBUTOR	DATE SUBMITTED	SOURCE
FORM NO. 60-69 OCT 1949 ABBREVIATION FILE CARD		

R E S T R I C T E D

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*Handwritten*

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

7 November 1949

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Captain, USN //  
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TITLE TRANSLATION		
FOREIGN TITLE		
DESCRIPTION		
CONTRIBUTOR <small>FORM NO. OCT 1949 60-69</small>	DATE SUBMITTED	SOURCE
ABBREVIATION FILE CARD		